

State of Montana
Office of the State Public Defender
REQUEST FOR PRE-APPROVAL OF CLIENT COSTS

All client costs (including travel) exceeding \$200 per task in each case must be pre-approved by submitting this request form to the appropriate person as follows:

- The Regional Deputy Public Defender in cases assigned to an FTE, or a non-conflict case assigned to a contract attorney
- The Conflict Manager in cases assigned to conflict attorneys (*Eric Olson, 610 N. Woody, Missoula MT 59802*)
- The Chief Appellate Defender in appellate cases (*Jim Wheelis, P.O. Box 200145, Helena MT 59620*)

Requesting Attorney's Name

Date

Case Name

OPD Case Number

Task Provider's Name

Requested Pre-Approval Amount

The assigned attorney is responsible for keeping the pre-approved costs within the pre-approved amount. If costs are anticipated to exceed the pre-approved amount, the task must be resubmitted for approval of a supplemental amount on a new form prior to incurring any additional costs. It is imperative for the requesting attorney to monitor costs expended to date so as not to delay the supplemental process.

Short Justification for Task and Cost: _____

Requesting Attorney Signature

Date

The Requesting Attorney must complete and forward this form to the appropriate person for approval (see above).

Authorized Signature

☐ Approve ☐ Deny

Date

NOTE: Regional Deputy Public Defenders must submit all requests to the Central Office for approval **regardless of the amount requested**. The Chief Public Defender will review FTE attorney requests. The Contract Manager will review contract attorney requests.

For Central Office Use Only—Non-Conflict Requests

☐ Approve ☐ Deny

Contract Manager/Chief Public Defender

Date